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28 August 1958

MEMORANDUM FOR : Chief, NEA Division

FROM : Chief, Finance Division

SUBJECT : Project [REDACTED]

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JUST 22 NEXT REV 2010 AUTH MR 10-2

1. The accountings for subject project thru 30 June 1958 have been suspended as follows:

| | |
|---|-------------------|
| A. October - December 1957 Salaries (Net) | \$1,091.35 |
| B. January - March 1958 Salaries (Net) | 1,107.40 |
| C. April - June 1958 Salaries (Net) | 1,075.30 |
| D. Withdrawal - [REDACTED] March report) | 2,600.00 |
| E. Withdrawal - [REDACTED] (June report) | 2,600.00 |
| F. Total | <u>\$8,474.05</u> |

2. Failure to submit salary and proprietor withdrawal schedules not only violate paragraph 15(iii)a of the Administrative Plan, but deprives Finance Division of vital data to maintain financial control and accurate records.

3. The salary schedule, showing gross, deductions and net is vital to Finance Division in order that the W-2's submitted to individuals annually be accurate, thus enabling those individuals to fulfill their tax obligation without being placed in economic or security jeopardy by erroneous tax returns.

4. Since advances and withdrawals are disbursements but not expenses and accountings for advances are expenses but not disbursements and further that the agency records are adjusted by the total expenses incurred, the Proprietor Withdrawal (including advances) Schedule, showing amount advanced, accounted and/or refunded, is vital in order for Finance Division to maintain financial control and accurate records.

5. Any professional or technical assistance required to comply with paragraph 15(iii)a of the Administrative Plan will be provided upon request. It would be appreciated if these items would be given prompt attention so as to remove them from suspension at the earliest possible date.

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